


# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: 

SECRETARY OF THE SENATE

16 DEC -2 PM 2:39

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Cooperative for Assistance and Relief Everywhere (CARE)

Travel date(s): Oct. 30 - Nov. 4, 2016

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$3,129.81	\$503 - See Addendum A	\$172	Visa: \$300; Insurance: \$101; Security: \$534; Interpreter: \$45

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please see Addendum A

12.2.16  
(Date)

Alvaro Zarco  
(Printed name of traveler)

Alvaro Zarco  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

12.2.16  
(Date)

  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

SEP 30 PM 4:03

Name of Traveler: Alvaro Zarco

Employing Office/Committee: Office of Senator Tim Kaine

Private Sponsor(s) (list all): Cooperative for Assistance & Relief Everywhere, Inc. (CARE)

Travel date(s): October 30 - November 4, 2016

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Niamey, Maradi, and Tillaberi, Niger

Explain how this trip is specifically connected to the traveler's official or representational duties:

To learn more about U.S. investments in food and nutrition security, transition projects towards sustainable agricultural growth, and the role played by the public and private sector and local partners on the ground. These issues fall under my foreign affairs portfolio as a Legislative Correspondent

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9-30-16  
(Date)

Alvaro Zarco  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tim Kaine hereby authorize Alvaro Zarco  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9-30-16  
(Date)

Tim Kaine  
(Signature of Supervising Senator/Officer)



**Alvaro Zarco**  
**Legislative Correspondent**  
**Senator Tim Kaine**  
**231 Russell Senate Office Building**  
**Washington, D.C. 20510**

**I'm inviting you to participate in a unique CARE Learning Tour to Niger to examine the importance of U.S. investments in short-term, emergency food and nutrition security. This trip will take place **October 30 – November 4** (including travel) during the Congressional recess and will include Congressional staffers and key leaders from the Administration, corporate sector, and technical experts.**

**On your journey, you will visit programs in Niger to see firsthand how critical U.S. investments are making a difference. You'll learn from experts on the ground, including the government, private sector and local partners, who are working toward solutions at the community level, as well as government decision-makers who implement those solutions on the national stage.**

**Niger is a landlocked country with over 80 percent of its land covered by the Sahara Desert, and is the largest country in West Africa. It is also one of the least developed. In fact, in 2015 it ranked last, 188 out of 188 countries, on the United Nations Human Development Index. Poverty in Niger is staggeringly high, including half of all Nigerien children live in poverty, and health indicators are low.**

Niger's economy is largely driven by subsistence farming, a sector that is persistently struggling. Low levels of education, an overreliance on rain-fed agriculture, and one of the highest fertility rates in the world prevent farmers from producing enough food for the Nigerien population. Even on strong production years, the World Food Program estimates that 2.5 million Nigeriens are chronically food insecure. This insecurity has been compounded by changes in climate including El Nino-related droughts and a large influx of refugees and growing internally displaced population from conflicts in the region.

**The United States Government is currently partnering with Niger to address acute food insecurity through emergency food assistance as well as programs aimed at transitioning Niger from short-term food aid to long-term, sustainable agricultural growth.**

**This Learning Tour will be a unique opportunity to explore these issues on the ground. In order to allow sufficient time for planning, we would appreciate a response indicating your interest in joining by Friday, September 16, 2016. I have asked Rachel Hall to provide further details on the trip and answer any questions you may have. You can also reach her directly at [Rachel.Hall@care.org](mailto:Rachel.Hall@care.org) or (202) 569-7027.**

**Thank you for your ongoing support and for considering this opportunity.**

**Sincerely,**

Wm. L. King

**David Ray**  
Vice President for Policy & Advocacy and Head of Office  
CARE USA

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CARE USA  
1899 L St NW  
Suite 500  
Washington, DC 20036  
USA  
[www.care.org](http://www.care.org)

September 30, 2016

United States Senate Select Committee on Ethics  
220 Hart Senate Building  
Washington, DC 20510

RE: CARE Learning Tour to Niger, Oct. 30 – Nov. 4, 2016

To Whom It May Concern:

Over the past six years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Niger, which will include staffers from congressional offices in the Senate and House of Representatives. This trip has been funded with the assistance of a grant provided to CARE by the Bill & Melinda Gates Foundation with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by the grant include congressional travel, and CARE is using some of the grant funds to support this specific trip. The Foundation did not play a role in organizing the trip, and has not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 595-2805.

Sincerely,

Robert Roche  
Director, Learning Tours  
CARE USA

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**Updated: September 2, 2016**

CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides grant funding to CARE Action Now to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

**This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.**





## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Cooperative for Assistance & Relief Everywhere, Inc. (CARE)
2. Description of the trip: To showcase the positive reach and scope of U.S. investments in programs that improve food and nutrition security in Niger.
3. Dates of travel: Oct. 30 - Nov. 4, 2016
4. Place of travel: Niger
5. Name and title of Senate invitees: See Addendum A
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
– OR –  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
– AND –  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
– AND –  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow up.

The Bill & Melinda Gates Foundation provided general support for this initiative as part of a broader grant, but played no role in organizing the trip and its participants.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty. We place a special emphasis on women and girls because when they are equipped with the proper resources they help their families and communities escape poverty. CARE has operated in Niger since 1974.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts congressional trips as an educational opportunity to see development work firsthand.

Since 2009, we have hosted twenty-two trips with members of Congress and their staff.



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE International works in over 80 countries around the world, implementing long-term programs to fight poverty, respond to humanitarian emergencies and advocate for policy change to improve lives of the poorest populations.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$5,100	\$416	\$292	Interpreters, Security, Visas: \$880

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

All trips will be organized specifically with regards to congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development and emergency food aid partner in Niger, sharing an interest in cross-cutting programs to improve food and nutrition security in Niger.

19. Name and location of hotel or other lodging facility:

Grand Hotel - BP 471 Niamey, Niger

20. Reason(s) for selecting hotel or other lodging facility:

The hotels offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

We will comply with the U.S. Government per diem rates of \$177 a day in Niamey, Niger.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The delegation will fly coach class to and from Niger. We will also charter a

plane. See Addendum C for more detail.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Robert Roche, Director, Learning Tours

Name of Organization: Cooperative for Assistance and Relief Everywhere, Inc. (CARE)

Address: 1899 L Street, NW, Suite 500, Washington, DC 20036

Telephone Number: 202-550-6535

Fax Number: 202-296-8695

E-mail Address: roche@care.org

**Addendum A:**

Names and titles of ALL Senate invitees and explanation of why the individual was invited.

We invited congressional staff from each of the following committees to join the trip. These committees hold a particular interest or relevance to the issue of U.S. foreign assistance and food aid, which will be the focus of the trip agenda.

Senate Agriculture Committee  
Senate Transportation Committee  
Foreign Relations Committee

**Invited Staff:**

Devin Mogler— Legislative Assistant, Senator Joni Ernst (R-IA)  
Tracy Henke — Legislative Director, Senator Roy Blunt (R-MO)  
Caitlin Poling — Nat. Security Advisor, Senator David Perdue (R-GA)  
Liz Hermsen — Senior Policy Advisor, Senator Bob Casey (D-PA)  
Anne Knapke — Deputy Legislative Director, Sen. Amy Klobuchar (D-MN)  
Lynn Tjeerdsma — Senior Policy Advisor, Sen. John Thune (R-SD)  
Mary Olive — Counsel, Senate Agriculture Committee Minority Staff  
Hayley Pierre — Professional Staff Member, Senate Transportation Committee Minority Staff  
Nick Barbash — Legislative Assistant, Sen. Tim Kaine (D-VA)  
Alvaro Zarco — Legislative Correspondent, Sen. Tim Kaine (D-VA)

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**5:10pm – Arrive Washington, DC**

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**On November 2, 2016, the delegation will travel on a chartered flight from Niamey, Niger to Maradi, Niger and back to Niamey. Additionally, on November 3, 2016, the delegation will travel on a chartered flight from Niamey, Niger to Tillaberi, Niger and back to Niamey.**

**Due to our schedule and limited flight options between different cities within Niger, we have selected a charter plane lead by the United Nations World Food Program (WFP). The cost of the charter plane is expected to be \$1,100 per person. The Airline Operating Certificate (AOC) is forthcoming.**

**Addendum D:**

- **Transportation Estimation per person – \$5,100**
  - Flight estimation: \$3,000
  - Vehicles: \$1,000
  - Charter flight: \$1,100
- **Lodging Estimation per person – \$416**
  - \$104 per night x 4 nights
- **Meals Estimation per person – \$292**
  - \$73 (USG M&I per diem for Niamey) x 4 days
- **Other Expenses Estimation per person - \$880**
  - Visa -- \$190
  - Security -- \$590
  - Interpreter -- \$100



**DRAFT & CONFIDENTIAL**

**AGENDA: CARE Learning Tour to Niger, October 30 - November 4, 2016**

**Sunday, October 30**

**Travel Day**

Depart U.S. for Niamey, Niger

**Monday, October 31**

**Travel Day/Niamey, Niger**

4:30pm CARE delegation arrives to Niamey, Niger (AF #0306)  
4:30-5:00pm Transfer to Grand Hotel  
5:00-6:30pm Hotel check-in/unpacking time  
6:30-7:30pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Grand Hotel, Niamey, Niger

**Tuesday, November 1**

**Niamey, Niger**

9:00-10:30am Scene-Setter Briefing to gain historical and political context for short-term food and nutrition security in Niger  
10:30-11:15am Transfer to Site Visit 1  
11:15-12:15pm Site Visit 1: Tour of World Food Program Warehouse to learn about how food aid arrives to Niger and how it is processed upon arrival  
12:15-1:00pm Transfer to lunch  
1:00-2:30pm U.S. Mission Lunch Briefing to learn about the U.S. Government's development priorities in Niger  
2:30-3:00pm Transfer to Meeting with High-Level Officials  
3:00-4:00pm Meeting with High-Level Nigerien Officials to learn about the Nigerien Government's food security programs and priorities  
4:00-4:30pm Transfer to Grand Hotel  
4:30-5:30pm Debrief Roundtable with delegation to discuss the day's learning objectives  
5:30-6:00pm Transfer to the U.S. Ambassador's residence

6:00-8:00pm      Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Niger

8:00-8:30pm      Transfer to Grand Hotel

*Overnight: Grand Hotel, Niamey, Niger*

**Wednesday, November 2**

**Maradi, Niger**

8:30-9:00am      Transfer to airport

9:00-10:00am      Plane briefing on the different types of food aid  
• Transfer to Maradi

10:00-11:00am      Transfer to Site Visit 1

11:00-12:30pm      Site Visit 1: Visit Food Aid Distribution Site to learn about how recipients of food aid are identified, how communities are mobilized and what the process of distributing food aid is to beneficiaries. Meet with beneficiaries to hear their stories

12:30-1:00pm      Transfer to Site Visit 2  
• Note: Lunch in vehicles

1:00-2:00pm      Site Visit 2: Visit Cash Transfer Program to learn about how this program differs from food aid, how recipients are identified and mobilized for this program and discuss strengths and weaknesses of program with beneficiaries

2:00-2:30pm      Transfer to Site Visit 3

2:30-3:30pm      Site Visit 3: Visit FFP LAHIA program to learn about efforts to reduce food insecurity and malnutrition by addressing nutrition for pregnant/lactating women and children under 5 years of age

3:30-4:30pm      Transfer to airport

4:30-5:30pm      Transfer to Niamey

5:30-6:00pm      Transfer to Grand Hotel

6:00-7:00pm      Downtime at hotel

7:00-8:30pm      Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

*Overnight: Grand Hotel, Niamey, Niger*

**Thursday, November 3**

**Tillaberi, Niger/Travel Day**

9:00-9:30am	Transfer to airport
9:30-10:15am	Transfer to Tillaberi
10:15-11:00am	Transfer to Site Visit 1
11:00-12:30pm	<u>Site Visit 1: Visit Food Voucher Program</u> to learn about how this program differs from food aid and cash transfers, how recipients are identified and mobilized for this program and discuss strengths and weaknesses of program with beneficiaries. Meet with farmers to learn about local/regional procurement
12:30-1:00pm	Transfer to lunch
1:00-2:30pm	<u>Lunch Roundtable Discussion</u> on the impact of food aid on local markets, local and regional procurement and compare food aid vs. long term food security
2:30-3:00pm	Transfer to Site Visit 2
3:00-4:30pm	<u>Site Visit 2: Visit Resilience and Economic Growth in Sahel - Enhanced Resilience (REGIS-ER)</u> to learn about initiatives to enhance the long-term resilience of local agricultural production. Meet with local farmers
4:30-5:00pm	Transfer to airport
5:00-5:45pm	Transfer to Niamey
5:45-6:00pm	Transfer to Grand Hotel
6:00-8:00pm	<u>Delegate debrief dinner</u>
8:00-10:30pm	Packing time
10:30pm	Transfer to airport
12:35am	Return Flight to the U.S. (AF #339)



## **ADDENDUM A**

AGENDA: CARE Learning Tour to Niger, October 30 - November 4, 2016

**Sunday, October 30** **Travel Day**  
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Depart U.S. for Niamey, Niger

**Monday, October 31** **Travel Day/Niamey, Niger**  
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4:30pm	CARE delegation arrives to Niamey, Niger (AF #0306)
4:30-5:00pm	Transfer to Grand Hotel
5:00-6:30pm	Hotel check-in/unpacking time
6:30-7:30pm	<u>Welcome Briefing</u> to provide an overview of trip and introduce CARE staff and delegates to one another

Overnight: Soluxe Hotel, Niamey, Niger

**Tuesday, November 1** **Niamey, Niger**  
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9:00-10:30am	<u>Scene-Setter Briefing</u> to gain historical and political context for short-term food and nutrition security in Niger
10:30-11:15am	Transfer to Site Visit 1
11:15-12:15pm	<u>Site Visit 1: Tour of World Food Program Warehouse</u> to learn about how food aid arrives to Niger and how it is processed upon arrival
12:15-1:00pm	Transfer to lunch
1:00-2:30pm	<u>U.S. Mission Lunch Briefing</u> to learn about the U.S. Government's development priorities in Niger
2:30-3:00pm	Transfer to Meeting with High-Level Officials
3:00-4:00pm	<u>Meeting with 3N - Nigeriens Feed Nigeriens</u> to learn about the Nigerien Government's food security programs and priorities
4:00-4:30pm	Transfer to Grand Hotel
4:30-5:30pm	Shower/change time
5:30-6:00pm	Transfer to the U.S. Ambassador's residence

6:00-8:00pm      Reception with U.S. Ambassador, Local Government & NGO Leaders to discuss the role of international partners, local governments and NGOs in development in Niger

8:00-8:30pm      Transfer to Grand Hotel

*Overnight: Soluxe Hotel, Niamey, Niger*

**Wednesday, November 2**

**Maradi, Niger**

8:30-9:00am      Transfer to airport

9:00-10:00am      Plane briefing on the different types of food aid

- Transfer to Maradi

10:00-11:00am      Transfer to Site Visit 1

11:00-12:30pm      Site Visit 1: Visit Food Aid Distribution Site to learn about how recipients of food aid are identified, how communities are mobilized and what the process of distributing food aid is to beneficiaries. Meet with beneficiaries to hear their stories

12:30-1:00pm      Transfer to Site Visit 2

- Note: Lunch in vehicles

1:00-2:00pm      Site Visit 2: Adolescent Girls Safe Space program to discuss the unique challenges girls face including child marriage, poor maternal health services, and a lack of knowledge about nutrition

2:00-2:30pm      Transfer to Site Visit 3

2:30-3:30pm      Site Visit 3: Visit FFP LAHIA program to learn about efforts to reduce food insecurity and malnutrition by addressing nutrition for pregnant/lactating women and children under 5 years of age

3:30-4:30pm      Transfer to airport

4:30-5:30pm      Transfer to Niamey

5:30-6:00pm      Transfer to Grand Hotel

6:00-7:00pm      Downtime at hotel

7:00-8:30pm      Closing Dinner to discuss lessons learned and next steps when the delegation returns to DC

*Overnight: Soluxe Hotel, Niamey, Niger*

Thursday, November 3

Niamey/Travel Day

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9:30-10:30am	Transfer to Site Visit 1
10:30-12:00pm	<u>Site Visit 1: Integrated Food Security and VSLA Site visit</u> to understand how women's economic empowerment supports food and nutrition security for families and communities
12:00-1:00pm	Transfer to lunch
1:00-2:30pm	<u>Lunch Roundtable Discussion</u> on cash transfers, the impact of cash transfers on rural communities, and the need for complementary aid modalities (ECHO and WFP)
2:30-3:00pm	Transfer to Site Visit 2
3:00-4:00pm	<u>Site Visit 2: Tour Flour Fortification Factory</u> to learn about the process of food fortification to combat malnutrition
4:00-5:30pm	Transfer to Grand Hotel
5:30-7:30pm	Packing time
7:30-8:00pm	Transfer to dinner
8:00-10:00pm	<u>Delegate debrief dinner</u> to continue conversations from the Closing dinner
10:00-10:30pm	Transfer to airport
12:35am	Return Flight to the U.S. (AF #339)



## **ADDENDUM B**

The discrepancy between the good faith estimate and actual cost for lodging is due to an unforeseen tax on each room added by the Soluxe Hotel.